

Short-writing

The most Easie, Exact, Lineal, and Speedy
M E T H O D that hath ever been Ob-
tained or Taught.*

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said
A R T.

The last Edition.

With a new Table for shortning of words.

Which Book is able to make the Practitioner
perfect without a Teacher.

As many Hundreds in this City, and else-
where, that are able to write Sermons word
for word, can from their own experience
Testifie.

A young man that lately lived in *Cornhil*,
Learned so well by this Book, that he
wrote out all the Bible in this Character.

LONDON, Printed for *John Hancock* near the Royal-
Exchange in *Cornhil*. 1698.

THEO. W. L. 1850

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TO THE READER.

Courteous Reader,

AS it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumlocution or idle multiplication of words to express a mans intent and meaning. Solomons Proverbs are therefore called sweet because short ; and admired of all , because under a little husk is contained a large kernel. The Art and Knowledge of man riseth by degrees, and many times by reason of our ignorance of a more Compendious method we run a great way about, and perhaps with much anxiety and trouble of mind, we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science encreaseth with the times, only this Art of Radio-Stenography is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that it hath attained its Perfection, whereas other Arts expatiate, and extend them-
selves

selves beyond all compass of mans brain. Again we must not suppose it to be some upstart or new coyned Art, for it is as ancient as Homer himself, whose Iliads we read to be comprized in the shell of a Nut. I dare say no more, lest I should not seem to comply with my faculty; and therefore, Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can,

Theophilus Metcalfe.

The Stationer to the Reader.

GEntle Reader, Though I know divers have learned in two or three days time by this *Book* only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *School-master*, explaining all the Rules thereof, to the weakest capacity; Also a new Copy Book of several hands, viz. *Secretary, Roman, Italian, Running and Text hand*: sold by *John Hancock* at his Shop in *Popes Head-Alley* at the sign of the three *Bibles*.

CHAP

CHAP. I.

Of the excellent use of this available Art of
RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, so being once perfect in this Art, you shall with little use retain the same still in memory, during your Life. Your memory shall be much helped and preserved, the pains of your most usual studies greatly extenuated thereby. By the said Art you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred men and women in this City of *London*, which have learned only by the Book, worthily manifest. Its useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecility, nor weakness of your capacity for the attain-

ing of mature perfection in this Art, by this book alone, without any other teacher: For first, the rules are few, pertinent, plain and easie, teaching the meanest capacity. Secondly, you have examples also fuitable to every rule, so there can be no mistake. Thirdly, the rules of the book are placed in order as you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it; when you have learned the Alphabet of letters well, and the other rules for joining, and have attain'd to an understanding in this art; I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first, and then you will be able to read what you have written with facility. Thus use will make you perfect, and wiftness will follow after; the more you practise, the more you will gain experience.

Chap.

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The Letters of the Alphabet

| | | | | | | | |
|---|---|---|---|---|---|----|---|
| A | 1 | h | h | p | p | v | v |
| B | 2 | i | i | P | p | | |
| C | c | k | k | q | 7 | w | 7 |
| d | o | l | u | r | r | x | x |
| e | o | m | \ | s | q | y | 8 |
| f | L | n | - | s | i | z | z |
| g | 4 | o | e | t | / | &c | - |

Double Letters to begin wordes

| | | | | | | | |
|-----|---|----|---|----|---|-----|---|
| bl | 2 | fl | 2 | pl | e | sm | l |
| br | 4 | fr | 4 | pr | p | sn | 2 |
| cl | 6 | gl | 4 | sh | h | sp | p |
| cr | 8 | gr | 4 | sk | h | st | 1 |
| dr | 2 | kn | n | sl | l | str | 2 |
| dwr | 3 | | | | | sw | 3 |

Double Letters to end wordes

| | | | | | | | |
|----|---|-----|---|----|---|----|----|
| ld | 5 | lt | 5 | nf | 7 | rn | r |
| lk | 5 | mp | 8 | nt | 7 | rp | 10 |
| lm | 5 | mpl | 8 | rd | n | rs | 11 |
| ln | 5 | nd | 7 | rk | r | rt | r |
| lp | 5 | ng | 4 | rl | r | st | 1 |
| ls | 5 | nk | 5 | rm | r | tr | 1 |

CHAP. II.

Of the Alphabetical Characters which do represent the Alphabet of our English Letters : And these must be got perfectly by heart, before you proceed any further.

THere are two Characters for p, two for s, the first to begin words, the latter to end words.

Observe this Rule for the joining of the Letters aforesaid. These Characters are extracted from the Alphabet of Letters, and are made after this manner, by joining two Characters together : As for example, suppose you have a word to begin with *bl*, to include these two Characters in one, you must do it thus, first to write down the Character *b* thus (<) then from thence where you take off your Pen, join the Character *l*, which is the next letter, thus (<) and so you have a Character for *bl*, and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are for the beginning and ending of words.

C H A P. III.

S Heweth the places of certain Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.



By these examples you may see, that *a* is above, *e* is the equal top, *i* is in the middle, *o* is the equal foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.

The third Chapter containeth the chiefest Rule in all the Art, therefore let the learner be careful to observe it well; for this of the vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise, as to cast the Book away, because they could not presently apprehend all at the first reading, when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

CHAP.

The Art of Short-witing.

CHAP. IV.

9

S Heweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following:

a e i o u

| | | | | | | | | | |
|---|----|---|-----|---|-----|---|----|---|-------|
| Λ | am | ε | eke | ι | ile | ο | on | υ | urge |
| Δ | at | 1 | eye | r | ire | ε | or | υ | utter |

Secondly, When a Vowel cometh in the middle of a word, then remember that you place the next Letter that cometh after it in the place of the former vowel; as for Example, to write *back*, first set down your *b*, thus (<) now the next letter after *b*, is your Vowel *a*; now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k*, thus (2) *back*. To write *bait*, first make your *b*, thus (<) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following which is *t*, thus (2) *bait*, to this end observe your examples following in the next leaf

A

A Table of examples for shortning of words.

M Any times letters and whole syllables may be left out and yet sufficient sound remaining; to expresse the word by.

For *Abraham* write *Abram*, for *vehement* write *vement*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *naw*, for *Burrough* write *Bur*, for *thorough* write *thuro*, for *liberal* write *liberal*, for *alteration* write *altration*, for *beautified* write *butified*, for *mystery* write *mystry*, for *arm* write *rm*, for *argue* write *rgu*, for *arbo* write *rbar*, &c. Many more might be added but these I judge sufficient to direct the ingenious Learners.

Note also, That when *E* comes before *I* it may be always left out; as for example for *explain* write *xplain*, for *examine* write *xamine*, and the like.

When any double Letters come together as *ff*, *ll*, *mm*, leave out one of them:

| | | | | | | |
|-----|---|----------------|---|-------|---|---------------|
| For | { | <i>Affable</i> | } | write | { | <i>Afable</i> |
| | | <i>Allow</i> | | | | <i>Alow</i> |
| | | <i>Command</i> | | | | <i>Comand</i> |

And always instead of *ph*, write *f*, as in *phisick*, *farisee*, *filosofie*.

ds.

ables

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added

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ore

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re

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as in

HAR

Examples

12

| | | | | | |
|----|--------|----|-----------|----|--------|
| 1 | arose | 1 | joyne | i | saith |
| 2 | availe | 2 | just | iv | seale |
| 3 | avoide | 3 | keyes | in | sooke |
| 4 | booke | 4 | kisse | iv | fight |
| 5 | bought | 5 | last | iv | soule |
| 6 | came | 6 | least | 1 | sought |
| 7 | cause | 7 | loose | 1 | taft |
| 8 | caught | 8 | moone | 1 | taught |
| 9 | cease | 9 | narrow | iv | toile |
| 10 | dayes | 10 | nature | iv | tooke |
| 11 | deafe | 11 | neighbour | v | vaile |
| 12 | ease | 12 | night | v | vine |
| 13 | east | 13 | noise | vc | voice |
| 14 | exceed | 14 | omit | vi | vowes |
| 15 | faile | 15 | owne | 7 | waite |
| 16 | fast | 16 | Oyle | 7 | wayes |
| 17 | feast | 17 | paid | 7 | weake |
| 18 | fight | 18 | pasfe | 7 | well |
| 19 | hate | 19 | past | 7 | were |
| 20 | heale | 20 | race | 7 | wombe |
| 21 | heed | 21 | raise | 8 | yoke |
| 22 | house | 22 | rest | 8 | your |
| 23 | jewes | 23 | rust | 8 | youth |
| | | | said | 8 | |

Thirdly when a double consonant begins a word then let the vowel be placed about the last letter as for example to write (blame) set your double letter downe thus (ll) and then your vowel being (a) write (in) in the place of it thus (lln) to write blacke set downe your (bl) thus (ll) and then your vowel being (a) write (k) in the place of it thus (llk) to this end observe these examples following

| | | | | | |
|----|---------|----|---------|----|---------|
| ll | blood | ll | knees | ll | spake |
| ll | blot | ll | please | ll | sparrow |
| ll | bright | ll | plucke | ll | spouse |
| ll | brought | ll | praise | ll | poile |
| ll | cleare | ll | prayer | ll | spread |
| ll | cloth | ll | pride | ll | steale |
| ll | crowne | ll | shadow | ll | still |
| ll | draught | ll | shame | ll | stocke |
| ll | flame | ll | slaine | ll | store |
| ll | flocke | ll | schoole | ll | strait |
| ll | fraud | ll | skin | ll | swallow |
| ll | fright | ll | small | ll | sweet |
| ll | glass | ll | smell | ll | tread |
| ll | greife | ll | snare | ll | trees |

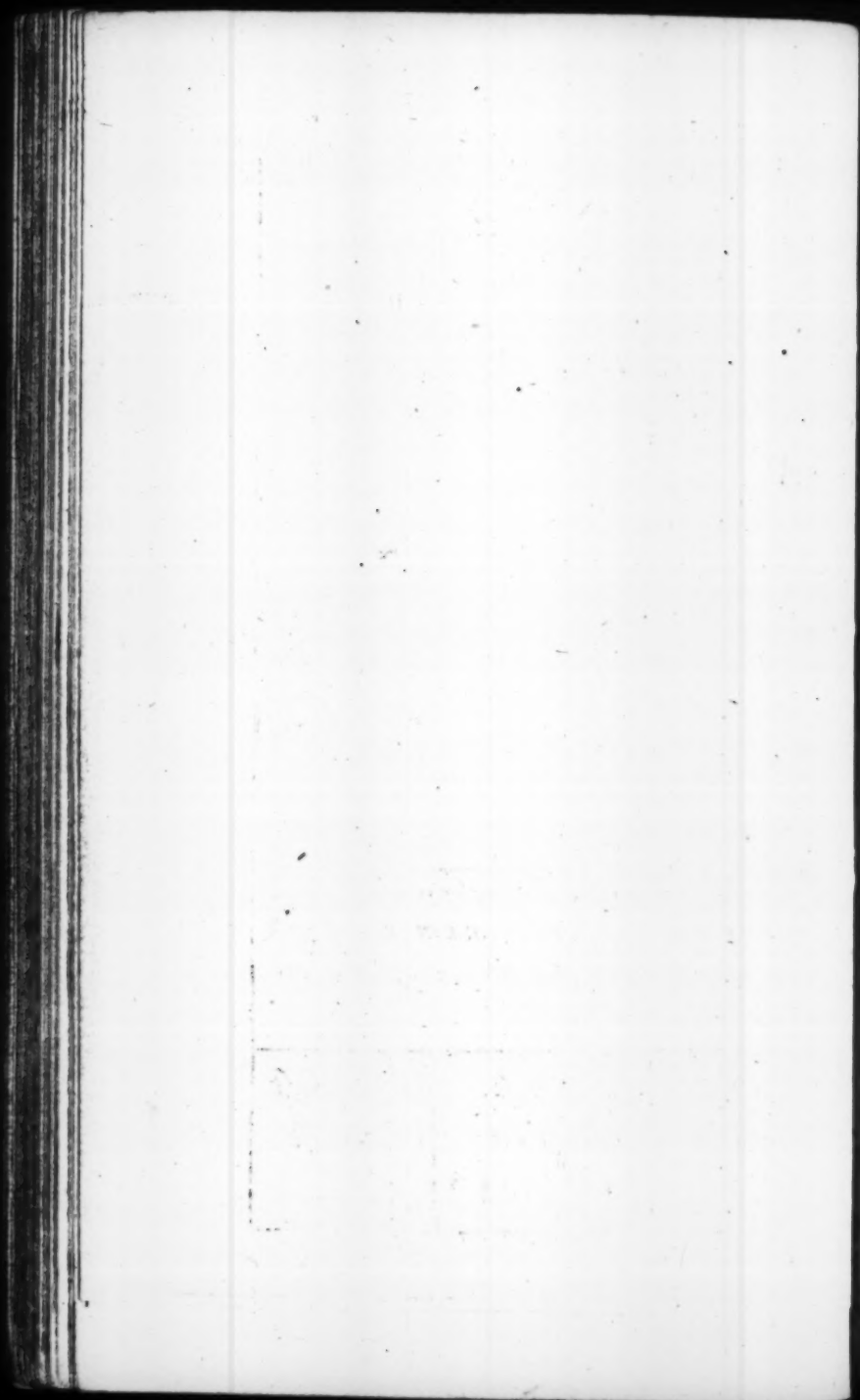
Fourthly observe when a word begins with a single letter and ends with a double letter then place your double letter in that vowels place that most sounds the word as for example to write build sett your single letter (b) downe thus (ll) then your vowel being (i) write (ld) in the place of (i) thus (llld) to write feild set downe your (f) thus (ll) then write (ld) in the place of (e) thus (llld) feild to this end observe the examples following

The Art of Short writing

| | | | | | |
|---|--------|---|--------|---|--------|
| h | balme | h | hurt | m | silke |
| b | better | p | pearle | l | songe |
| b | bond | p | point | h | storme |
| b | built | h | scorne | t | torne |
| c | could | h | short | w | water |
| f | faint | | | | |

Fiftly observe if one letter (or) two letters begin a word and those wordes end with a vowell then put a pricke in that vowells place to expresse the word as for example to write (by) set downe your (b) thus (c) then put a pricke in the place of (i) thus (c) (by) to write blow set downe your double letter (bl) thus (c) then put a period in the place of (o) thus (c.) (blow) to this end observe the examples following

| | | | | | |
|---|------|---|------|---|--------|
| f | few | t | to | l | plough |
| h | foe | w | way | h | pray |
| i | high | c | wce | h | see |
| i | ian | c | clay | h | shew |
| i | jew | c | cry | h | skie |
| i | joy | c | draw | l | slay |
| n | key | c | dry | l | snou |
| n | nigh | c | fly | h | spue |
| n | noe | c | free | h | staz |
| n | now | c | gnaw | h | straw |
| n | say | c | grow | h | true |
| n | see | c | knee | h | try |
| n | see | c | know | | |

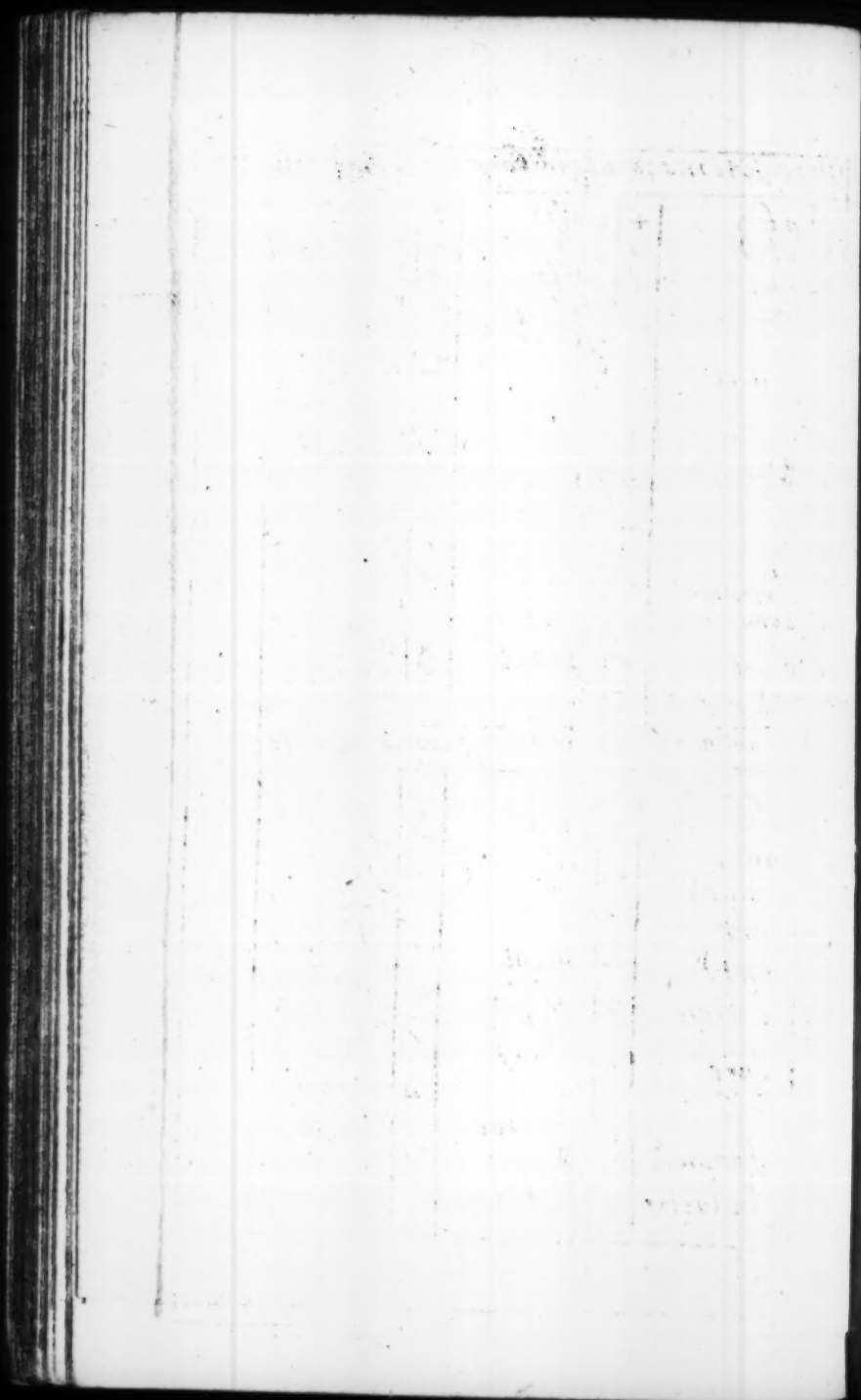


Prepositions to begin long wordes are these

| | | | | | |
|---|-------------|----|--------|---|----------|
| † | ab } | † | croſſe | b | pro |
| | ob } | 2 | de | l | pub |
| T | ac | 7 | diſſ | m | pur |
| 3 | ad | | fall } | r | re |
| a | af | v | full } | s | satis |
| j | afflict | co | in | q | ſanct |
| v | all | . | in | v | ſor |
| ^ | an | o | liber | l | ſub |
| p | ap } | e | mer | n | ſuffice. |
| | ip } | o | meſſ } | o | ſup |
| z | as | x | more | d | tempt |
| d | be | | par } | s | teſt |
| e | ch | o | per } | l | th |
| e | circum | p | part | l | thr |
| u | com | p | pract | 7 | trance |
| c | con | o | pre | o | in |
| o | count | l | | o | wh |
| e | cor | | | o | nr |
| e | coll. Call. | | | | |

Terminations for ending long wordes are theſe

| | | | | | |
|---|-----------|---|-------|---|----------|
| L | able | 1 | ject | > | ſover |
| 7 | ance } | 2 | ing | o | ſom |
| | ence } | o | lye | | |
| 7 | ant } | ~ | mont | s | ſtruct } |
| | ent } | | neſſe | | ſtrue } |
| a | cation | z | ous | / | tie |
| 7 | dure | p | ſerue | Δ | together |
| o | eth | | Sion | v | vert } |
| w | ference | | | | ver } |
| > | fullneſſe | (| | | |



CHAP. V.

Of the Prepositions and Terminations for long words.

THESE *Prepositions* and *Terminations* must be perfectly gotten by heart, having but small dependance upon the letters of the Alphabet, being of much use in the writing of all long words, each of them standing for a syllable, and some for more.

CHAP. VI.

SHeweth how to distinguish Characters that have some resemblance with others: And here observe, both in your *Prepositinos* and *Terminations* you shall find sometimes, that one and the same Character may stand for two things.

As for example:

There

There is the same Character for

| | | | |
|---|-------|-----|---------|
| d | be | | believe |
| p | coll | | call |
| 2 | cor | | care |
| 3 | ch | And | Child |
| + | cross | | Christ |
| c | con | | concern |
| e | de | | deliver |
| e | dure | | drin k |
| d | eth | And | hath |
| o | ence | | hence |
| p | re | | our |
| t | pro | | proverb |
| b | sanct | | faint |
| 3 | for | | sure |
| 4 | th | | that |
| 5 | thr | | there |
| 6 | tie | | the |
| 7 | ing | And | thing |
| 8 | un | | unto |
| 9 | ant | | want } |
| 1 | ent | | went } |
| 2 | wr | | were |
| 3 | wh | | which |

All which may with facility be distinguished thus, When any of these standing one by themselves, they are for whole words, but when they are joyn'd with any other letter, they are but a part; as for example, this Preposition *be*, when it standeth alone is *believe*: so the Preposition *coll*, when it standeth alone is *call*, and so of the rest. All which is no hindrance, but rather a help unto the memory; for by remembering the one, the other cannot be forgotten.

CHAP. VII.

Directions for the joyning of words, which are to be drawn out of the former Prepositions and Terminations, observe these four Rules.

First set down your Preposition which begins the word, then if one letter, or more, come next after, joyn that letter or letters where you took off your Pen from your former Preposition, without removing your Pen: Then write your letter or letters following in the place of that Vowel which most sounds the word. As for Exam-

First.

First write your Preposition for *ab*, thus (**+**) the next letters following, being *stain*, must be joined to *ab*, thus (**+**) and then in the vowels place which is *a*, write thus (**+**) *abstain*.

To write *affirm*, first set your Preposition for *aff*, thus (**Q**) then place your double letter *rm*, in the *i* place of *aff*, thus (**Q**) *affirm*.

Secondly, when your Preposition do begin the words and end the words, they always joyn them together: As for example, to write *account*, set down your Preposition *ac*, thus (**T**) then where you are to take off your Pen from *ac*, joyn *count* thus (**T**) without removing your Pen. To write *appear* set down your Preposition on *ap*, thus (**P**) then where you are to take off your Pen from *ap*, joyn your Preposition *per*, thus (**P**) without removing your Pen.

Thirdly, Sometimes you have a Preposition to begin a word, and a Termination to end that word: As for example write *preserve*, first set down your Preposition *pre*, thus (**L**) when there is a Vowel between the Preposition and Termination, then observe it is a general Rule, that you always joyn them together.

her; without removing your Pen, thus

(4) *preserve*.

To write *present*, set down your Preposition *pre*, thus (\angle) then where you were to take off your pen, joyn your Termination *se nt*, thus (Σ)

Fourthly, if a Preposition or Termination begin a word, and there be neither to end it, then it must be ended with the letters of the Alphabet: As for example,

To write *absolve*, set down your *ab*, thus (\dagger) then to joyn *s* to *ab*, thus (\dagger) then your Vowel being *o*, write *l* in the place of it thus (\dagger)

To write *admit*, first set down your *ad*, thus (h) then join your *m* to *ad*, thus (h) then your Vowel being *i*, write *t* in the place of it thus (h)

To write *affright*, first set down your *aff*, thus (e) then join your *r* to your *aff*, thus (e) then in the *i* place of your *r* write *t*, thus (e) So that by observing these Rules exactly, if you had no other examples you might be able to make any word which may be drawn or made out of the aforesaid Prepositions and Terminations; yet for your more easie and speedy attaining to it, I have drawn out the Table of examples following, and have exactly characterized them to your hands.

You

YOU need not charge your memory with them in learning them, or any of the following Tables by heart, they are added for example sake, and more curiosity in this Art: for any word may be written by the foregoing Rules, and is at thy own choice to learn any further.

Only let me say thus much for the Alphabetical Table of Words of any sort in page 34. which are often in use, its worthy your learning, and but little trouble to memory, being drawn from the letters of the Alphabet, and in a shorter way than can be written by the Rules of the Book.

Such as learn this Art, must write the Characters smaller than these which are cut in wood, for example of the Learner.

e Al-
rt in
rthy
me-
f the
n be

the
which
the

| | | | | | |
|---|------------|----|-------------|---|------------|
| f | abate | z | ascend | z | continue |
| f | abhorre | z | ascend | z | contrite |
| f | abide | z | assemble | z | correct |
| f | abound | z | assist | z | corrupt |
| f | about | z | assure | z | corne |
| f | absent | z | astray | z | defend |
| f | abuse | do | become | z | deny |
| f | object | f | before | f | designe |
| f | obtaine | h | befought | f | desart |
| T | accesse | h | bestow | h | desire |
| T | accuse | h | betray | h | desolate |
| T | accord | f | chaff | h | despise |
| h | addresse | z | chamber | z | determine |
| h | admire | z | cheefe | z | devoure |
| h | advise | z | chuse | z | devise |
| o | afford | z | comfort | z | disciple |
| o | affraid | z | communicate | z | dispaire |
| o | after | z | commande | z | discerne |
| u | alienate | z | commende | z | disdaine |
| u | allowe | z | common | z | disease |
| u | allure | z | communion | z | dishonor |
| u | almighty | z | commit | z | disobay |
| u | alter | z | company | z | dispose |
| u | anker | z | compare | z | dispute |
| u | anoint | z | compass | z | dissolve |
| u | antient | z | complaine | z | divide |
| g | apparent | z | compleat | z | follow |
| p | appease | z | comprehend | z | image |
| z | appertaine | z | condemne | z | immoderate |
| p | applie | z | consist | z | incline |
| p | appoint | z | conspire | z | incourage |
| p | apprehend | z | consult | z | indeed |

| | | | | | |
|----|--------------|----|-----------|---|-------------|
| 2 | indure | 4 | presume | 1 | these |
| 1 | instruct | 4 | prevails | 1 | then |
| 1 | intreate | 4 | prevent | 1 | they |
| v | invite | be | procure | 1 | this |
| e | merrie | n | redceme | 1 | those |
| e | mercie | n | refuse | 1 | though |
| e | miracle | n | release | 1 | thou |
| xv | moreover | n | remain | 6 | thousand |
| x | morrow | n | remit | 1 | thought |
| xv | morrell | n | repose | 1 | thrust |
| x | mortall | n | resist | 1 | unrighteous |
| x | mourne | n | resolve | 2 | unworthy |
| 8 | message | n | restore | 0 | whereate |
| q | misery | n | restraine | 0 | when |
| h | pardon | n | retaine | 2 | wherefore |
| 6 | persevere | v | supper | 2 | while |
| 8 | pertake | q | suppose | 0 | who |
| 4 | preach | q | supreme | 0 | whom |
| 4 | pretious | x | sorrow | 2 | whole |
| 4 | predestinate | 4 | subiect | 2 | whoredome |
| 4 | prepare | 4 | sublime | 0 | why |

These examples of wordes, which I
 have collected out of the former pre-
 positions they need not to be learned
 by hart as many hundreds in this City
 whom I have taught from their owne
 experience can worthily manifest /

Chap: 8

Sheweth that you have sometymer these which I call prepositions to end wordes as well as to Begin wordes and terminations to begin aswell as to end as example in these.

| | | | | | |
|----|----------|----|----------|----|----------|
| L | abilitie | to | fastly | ds | speech |
| 43 | branch | 2 | much | d | such |
| 40 | breath | 2 | naturall | 4 | treasure |
| 2 | carefull | ex | pleasure | v | vertue |
| 2 | durance | 73 | quenck | z | vsefull |
| 2 | durable | xy | search | 3 | watch |

Chap: 9

Likewise if you ad your termination to your former prepositions you may make any word that is to bee made out of them. but now some may say vnto mee how shall I doe it, I answer you may doe it by your former examples yet for you better satisfaction herein I will instance in some few examples out of each of them so that by them you may bee able to make any word that possible may be drawne out from them examples followes

| | | | | | |
|-----|----------------|-----|--------------|----|-------------|
| VL | favourable | 11 | reiection | es | consolation |
| 2 | allowance | 58 | chambring | h | howsoever |
| 40 | aliant | 02 | commonly | 4 | altogether |
| LA | fornication | 42 | impediment | 8 | authoritie |
| 70 | sanctification | 43 | buisness | 2 | adversitie |
| 230 | asendeth | 102 | jealous | Y | savour |
| 3 | carefulness | 8c | superstition | d | pervert |
| | | | | 2v | ever |

Chap. X
Of Abbreviations of some of the examples
of the former Tables. /

Although these may be writ by the former rules yet for the benefit of those which I have formerly learned this Art vnto I thought good to abbreviate these few examples which follow in regard of the usefulness of them being often and frequent in vse in every sermon. /

| | | | | | |
|----|-------------|---|--------------|----|------------|
| tr | abbreviate | c | circumstance | b' | proceed |
| T. | accord | c | contrary | b | profane |
| tr | acquaint | a | deceive | b | professe |
| b | advance | a | declare | b | profit |
| y | advantage | g | distresse | b | prophet |
| y | advocate | z | distribute | b | provide |
| ay | afterward | u | fulfill | b | provision |
| v | alsoe | a | infinite | b | provoke |
| v | alwayes | n | inward | b | propose |
| v | alwaye | t | obediencie | b | prosecute |
| N | angell | t | obedient | b | protect |
| zn | ascribe | d | peradventure | b | protection |
| p | beheld | d | perceive | b | propound |
| du | behold | d | perfect | b | promise |
| d | beloued | p | particular | b | pronounce |
| s | children | L | prescribe | b | prophecie |
| C | circumsise | L | prerogative | b | prodegal |
| C | circumspect | b | profound | b | reprobate |

Chapter the XI

Of the usuall hard names in scripture
which are frequent and vsfull in euery
sermon. they being exactly made
by rule doe not much charge memory

| | | | | | |
|-----|------------|----|------------|----|------------|
| n | Aaron | 11 | Jesse | 27 | Nebuchadne |
| † | Abell | 14 | Jothro | 28 | Noah |
| 2 | Abithophel | | | +2 | Obededom |
| †† | Abner | 12 | Gezebell | e2 | Onesimus |
| †† | Abraham | 11 | Joseph | 8 | Paul |
| u | Absolon | | Jossiah | 8 | Pharach |
| 5 | Adam | 11 | | pe | Pilat |
| <† | Benjamin | 1 | Isaack | 4u | Priscilla |
| < | Booz | 1 | Judas | 8u | Rachell |
| 3 | David | 1 | Korah | † | Rahab |
| 24 | Doeg | u | Leah | u | Rebeckah |
| u20 | Elizabeth | u | Lidda | r | Reuben |
| du2 | Elias | e | Martha | 8 | Sampson |
| du2 | Ephraim | e | Mary | †u | Sanballat |
| u | Esau | u | Messiah | u | Sarah |
| | | e | Merriam | u | Saul |
| 43 | Goliath | u | moab | h | Shem |
| 4 | Hagar | xu | mordecai | h | Solomon |
| h | Hamon | u | Moses | e | Thamar |
| 2u | Hozekiah | u | Naaman | h | Thomas |
| ex | Jacob | 7 | naboth | h | |
| 1v | Iehovah | 2u | Nathan | h | Vriah |
| | | | Nathaniell | | |

Chap. XII of the Names of the Bookes of the Old and New Testament

32

| | | | | | |
|----|------------|----|--------------|----|--------------|
| 4 | Genesis | di | Isaiiah | v | Luke |
| 20 | Exodus | 1r | Jeremiah | 1 | John |
| 22 | Leviticus | u | Lamentations | T | Acts |
| 7 | Numbers | zu | Ezekell | k | Romans |
| 3 | Duteronomi | 5 | Daniell | 2 | Corinthians |
| 11 | Ioshua | hi | Hosea | 4 | Galathians |
| 3 | Judges | 1v | Joel | 82 | Ephesians |
| 5 | Ruth | 11 | Ames | LU | Philippians |
| 18 | Samuell | to | Obadiah | 2 | Colossians |
| 11 | Kings | 10 | Iorrah | 11 | Thesalonians |
| 2 | Chronicles | v | Michah | 1 | Timotheus |
| 27 | Ezra | 2 | Nahum | 12 | Titus |
| 7 | Nehemiah | 2 | Habukuk | 10 | Philemon |
| 1 | Esther | 2L | Zephaniah | 10 | Hebrewes |
| 12 | Iob | 14 | Haggi | 7 | James |
| 6 | Psalmes | 2 | Zachariah | 8 | Peter |
| 6 | Proverbs | 1 | Mattheu | 1 | Jude |
| 8 | Eclgiastus | 1 | Marke | 10 | Revelations |

The characters for these bookes they are
all of them drawne from the letters of the
Alphabet and therefore little charge to memory



The Art of Short Writing

33

Chapt: XIII of the use of points

first for the Interogative point use this (C)
2ly for your parenthesis use this point (∴)
3ly for the end of a perfect sentence use this point (∴)
4ly when you writ out any chapter at the end of
every verse use this point (...)
5ly for the phrase (and so forth) which is often
in use make this point (E)

Chap: XIII Of the Table of wordes

Now having sufficiently furnished you with
long and short wordes whereby you
may be enabled by your owne prac-
tise to write any sermon or speech
being treatably spoken, word for
word, / Yet for your better augmen-
tation and perfection of your know-
ledge I have here sett downe an
index or Table of wordes of sort,
not one of them differing from the
Alphabot, but each one of them
very usefull and frequent in
everie sentence and for the
most part without removing
penn from the paper as
doth plainely appeare by the
ensueing Table

The Table

| | | | | | | |
|-----|---|-------------|----|--------------|----|--------------|
| ab | 2 | Abominable | < | Blest | 2 | Demonstrate |
| anc | ~ | Abundance | < | Blesse | 3 | Denominate |
| ant | ~ | Abundant | < | Both | 3 | Devill |
| ac | 2 | Acknowledge | < | Bread | 2 | Dignitie |
| aq | ~ | Acquite | < | Bretheron | 2 | Diligent |
| sh | n | Admonish | se | Brother | 2 | Discribe |
| ad | 2 | Adultery | < | But | 2 | Distinguish |
| an | ~ | Againe | < | Buckler | 2 | Doctrine |
| al | ~ | Alreadie | | C | 2 | Doth |
| ah | ~ | Although | c | Can | 2 | Duty |
| amr | ~ | Ambassadour | c | Cannot | 3 | Dwell |
| an | A | Among | c | Catholicke | | E |
| n | - | And | E | Charge | | |
| an | A | Anger | K | Church | 10 | Earth |
| ao | ~ | Another | c | Conquerer | 01 | Effect |
| ap | ~ | Apostle | S | Conclude | 00 | Egipt |
| ap | ~ | Approve | e | Congregation | 01 | Elect |
| ar | A | Author | c | Conscience | 02 | Epistle |
| a | i | Away | G | Conversation | 01 | Equitie |
| ak | ~ | Awake | 2 | Confidence | 01 | Establish |
| | | B | c | Confound | 01 | Evangelicall |
| b | i | Babes | c | Confirme | 01 | Even |
| bb | ~ | Baptisme | c | Continue | 01 | Every |
| by | ~ | Beautifie | c | Consider | 01 | Evermore |
| bc | ~ | Because | c | Create | 02 | Everlasting |
| bg | ~ | Begin | G | Creature | 01 | Evill |
| bf | ~ | Benifitt | c | Covenant | X | Example |
| bd | ~ | Besides | | D | X | Except |
| bc | ~ | Beseech | | | X | Excell |
| bx | ~ | Between | 2 | Danger | 30 | Exclude |
| bm | ~ | BlaspHEME | 2 | Deepe | X | Exercise |

The Table

35

| | | | | |
|-------------|---|-------------|----|------------|
| Exempt | u | Glory | | I |
| Experience | u | God | | |
| Expresse | u | Godlinesse | 1 | Idleness |
| Expect | u | Godhead | u | Idolatry |
| Extream. | u | Good | 2 | Jerusalem |
| Extinguish | u | Gospel | 1 | Jesus |
| Extortioner | u | Grace | 8 | If |
| | u | Guift | 1 | Ignorant |
| | u | Guilt | 19 | Illustrate |
| | | | 88 | Impietie |
| F | | H | 2 | Iniquitie |
| Faith | | Habit | 28 | Integritie |
| Felicity | | Hallowed | 1 | Is |
| Fellowship | 2 | Have | 2 | Israell |
| First | h | He | 2 | It |
| Flesh | v | Heaven | 3 | Judge |
| Folke | 2 | Heart | | K |
| For | h | Help | 2 | Keepe |
| Forth | r | Heretofore | 2 | Kind |
| Foundation | w | Hereticke | 2 | Kindnesse |
| Freind | n | Him | 2 | Kindle |
| Fruite | h | Hipocrite | 2 | King |
| Frustrate | 2 | His | 2 | Kingly |
| Furtherance | h | Holy | 2 | Kingdome |
| Furthermore | 1 | Holyness | 2 | Knowne |
| | h | Holyghost | | L |
| G | h | Honour | | |
| Gather | h | Hospitality | | Labour |
| Gave | h | How | 2 | Lament |
| Generall | h | Humble | 2 | Law |
| Generat | h | Husband | | |
| Generation | h | | | |
| Give | | | | |

The Table

| | | | | | |
|---|------------|---|-----------------|---|----------------|
| 5 | Leafe | 7 | Nevertheless | 7 | purpose |
| 5 | Learn | - | nat | 7 | put |
| 5 | Lett | - | nothing | | |
| 5 | Life | 3 | Notwithſtanding | | Q |
| 5 | Light | | | 7 | qualitie |
| 5 | Live | | O | 7 | quantitie |
| 5 | Long | e | Of | 7 | quarter |
| 5 | Lord | e | Oftentymes | 7 | queſtion |
| 5 | Love | e | Oh | 7 | quiet |
| | M | e | Omnipotent | 7 | quick |
| | | e | Open | | R |
| 5 | Maiestie | e | Opportunitie | | |
| 5 | Maiestrate | n | Order | r | reconcile |
| 5 | Man | e | Ordinary | r | receiue |
| 5 | Many | r | Ordinance | r | refresh |
| 5 | Manytymes | e | Originall | n | regard |
| 5 | Manifold | e | Otherwise | r | reioyce |
| 5 | Manyſest | e | Over | r | religion |
| 5 | Maliſatour | e | Outward | r | remember |
| 5 | Mediate | | | r | reimnant |
| 5 | Might | | P | r | repent |
| 5 | Miniſter | e | patience | r | reſurrection |
| 5 | Moſt | 7 | peculiar | r | returne |
| 5 | Mother | p | peaple | r | revenge |
| 5 | Multiplye | 7 | perſecute | r | reueale |
| 5 | Multitude | 7 | perſwade | r | renard |
| | N | e | place | n | rightuouſneſſe |
| | | 7 | poſteritie | | S |
| 5 | Name | 7 | power | | |
| 5 | Necceſſary | 7 | priviledge | 3 | Sacrifice |
| 5 | Necceſſity | e | principall | 2 | ſalvation |
| 5 | Neglect | 7 | principle | 1 | Satan |
| 5 | Neither | 7 | publique | 1 | ſauour |

The Table

| | | | | | |
|----|------------|---|---------------|---|---------|
| w | scorner | ~ | thanke | z | vs |
| h | scribe | | thinke | | W |
| t | scripture | o | them | | |
| l | selfe | l | themselves | u | walke |
| g | selfelove | / | thus | | wander |
| l | severall | < | tyme | z | wonder |
| h | shall | r | torment | | was |
| on | shepheard | z | toward | z | wise |
| h | should | l | trouble | | well |
| h | similitude | l | trust | w | will |
| q | sin | t | truth | | what |
| l | sometime | t | turne | o | when |
| l | speciall | | V | o | wicked |
| t | spirit | | | u | wisdom |
| ~ | stand | | | z | with |
| l | strength | u | vanish | r | worke |
| g | strong | v | verse | n | word |
| g | succour | v | victory | o | world |
| g | support | z | understand | o | worship |
| h | sword | z | understanding | u | would |
| | I | z | voice | z | zeale |
| l | tabernacle | v | vouchsafe | | |
| z | tempt | v | vpon | | |

This Table is all taken out of the Letters of the Alphabet, two or three letters stands for a word, as in the beginning page you see an example, and it is very little charge to memory.

The Art of Short writing

Chap: XV

of joyning 3 or 4 words in one, and all of them according to the Alphabet of letters examples follow

| | | |
|-----------------|----------------|------------------|
| as it is | but it is | it is said |
| as it were | for it is | it is christ |
| as it is said | for christsake | lord jefu christ |
| as it was | it is soe | that it is |
| but now because | is it not | that it was |

Chap: XVI: of the Abreviation of sentences

To that end nothing may be left out that may be advantageous to thee in this expeditious art I have described vnto thee certaine infallible sentences wherein there can be no mistake in the writing of them from any ministers mouth / The like before was never invented by any other the characters there of being Answerable to the Alphabet of letters, soe that if you doe but observe in the writing of the sentences following to leave out (the) and (of) the rest you write at large as for example for (The anger of god) (write anger god) thus (A) (for the benefitts of god) write (benefitts god) thus (B) (for the blood of christ) write (blood christ) thus (C) and soe in all the rest of them which is as you see plainly but little charge to memory yet are they shorter then any man can make markes for them as doth plainly appeare by the ensuing examples

many more of the like natuer might
be added but these I judge sufficient to
direct the Ingenious practicioner

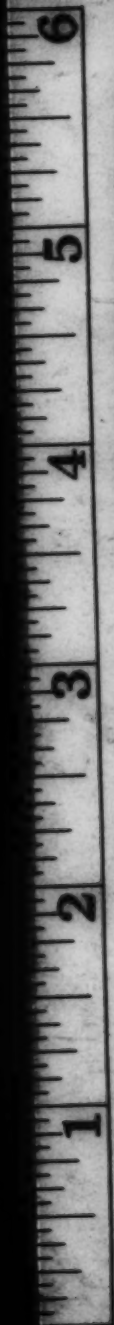
| | | | |
|----|-----------------------|----|--------------------------|
| 4 | the cause of god | e+ | the office of christ |
| + | the cause of christ | p4 | the peace of god |
| c | the church of god | e | the people of god |
| 12 | the glory of god | f | the people of christ |
| 4 | the glory of christ | e | the power of god |
| 4 | the grace of god | r+ | the raigne of christ |
| 4 | the gift of god | n | the righteousness of god |
| 4 | the house of god | d | the spirit of god |
| 11 | the joyes of heaven | d | the spirit of christ |
| 2 | the kingdom of grace | 7 | the wayes of god |
| 2 | the kingdom of glory | + | the wayes of christ |
| 2 | the kingdom of god | u | the will of god |
| 2 | the kingdom of christ | w | the will of christ |
| 2 | the kingdom of heaven | 3 | the wisdom of christ |
| 2 | the kingdom of sathan | n | the word of god |
| u | the life of grace | n | the word of faith |
| u | the life of faith | r | the worke of god |
| u | the life of christ | r | the worke of grace |
| 7 | the name of god | 8 | the wrath of god |
| | | | Finis |



In Feater of War, and Martiall Chevalry
And no less famous art thou for thy skill
In Nimble turning of thy Silver-quill
Which with the preachers mouth shouldsequal pace
And swiftly glides along untill the race
Of his discourse be run, so that I thinke
His wands breath'd from his Mouth are wont to take

The

The 3rd
Edition Newly
Corrected and
amended: which
is able to make the
practitioner perfect
In: Nankeorne near
St. Rowall Exchange
1698.



Short-writing

The most Easy, Exact, Lineal, and Speedy
M E T H O D that hath ever been Ob-
tained or Taught.

Composed by

THEOPHILUS METCALFE,

Author and Professor of the said
A R T.

The last Edition.

With a new Table for shortning of words.

Which Book is able to make the Practitioner
perfect without a Teacher.

As many Hundreds in this City, and else-
where, that are able to write Sermons word
for word, can from their own experience
Testifie.

A young man that lately lived in *Cornhil*,
Learned so well by this Book, that he
wrote out all the Bible in this Character.

LONDON, Printed for John Hancock near the Royal-
Exchange in *Cornhil*. 1698.

34,56-

1308-41

BH356,98 *

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4



TO THE READER.

Dear Reader,

AS it is the property of my professed Art to comprize many things within the limits of a narrow circle, so I hold it a point of wisdom without circumlocution or idle multiplication of words to express a plain intent and meaning. Solomons Proverbs are therefore called sweet because short; and admired of all, because under a little husk is contained a large kernel. The Art and Knowledge of man riseth by degrees, and many times by reason of our ignorance of a more compendious method we run a great way about, and perhaps with much anxiety and trouble of mind; we are at the last directed thither by the bow, whither we might have gone by the string. Every day brings out some new invention or other, the bulk of every Art and Science increaseth with the times, only this Art of Radio-Stenography is grasped within so small a girdle, and so succinctly trussed up, that upon the least diminution, which is scarce to be supposed, an annihilation should seem to follow. There are many things which commend this Art, as that it hath attained its Perfection, whereas other Arts expatiate, and extend them.

selv

selves beyond all compass of mans brain. Again we must not suppose it to be some upstart or newly coyned Art, for it is as ancient as Homer himself, whose Iliads we read to be comprized in the shell of a Nut. I dare say no more, lest I should seem to comply with my faculty; and therefore Gentle Reader, all that I desire is, to have your approbation after your probation, and censure after trial. Thus hoping to enjoy both, I rest, ready prest, to afford you what furtherance I can,

Theophilus Metcalfe

The Stationer to the Reader.

Gentle Reader, Though I know divers have learned in two or three dayes time by this Book only, yet if need require for thy more speedy attaining to perfection in this Art, there is published a *School-master*, explaining all the Rules thereof, to the weakest capacity; Also a new Copy Book of several hands, viz. *Secretary, Roman, Italian, Running and Text hand*: sold by *John Hancock* at his Shop in *Popes Head-Alley* at the sign of the three Bibles.

CHAP

CHAP. I.

Of the excellent use of this available Art of
RADIO-STENOGRAPHY.

AS Practice brings Perfection in all Arts and Sciences, so being once perfect in this Art, you shall with little use retain the same still in memory, during your Life. Your memory shall be much helped and preserved, the pains of your most usual studies greatly extenuated thereby. By the said Art you may be able to take any Sermons or Speech, being treatably spoken, word for word, as many hundred men and women in this City of London, which have learned only by the Book, worthily manifest. Its useful for Ambassadors, Messengers and Travellers, for the ready and speedy description of Places, Manners, Customs, Policies and Government of each Nation. It serveth for each other use, which I leave to those who can better judge of the best and most profitable uses hereof.

Now considering what singular benefit you shall enjoy hereby, let me request you not to fear your own imbecility, nor weakness of your capacity for the attain-

ing of mature perfection in this Art, by the book alone, without any other teacher: First, the rules are few, pertinent, plain and easie, teaching the meanest capacity. Secondly, you have examples also suitable to every rule, so there can be no mistake. Thirdly, the rules of the book are placed in order, so you must learn them.

Before you proceed any further, you may be pleased to observe, that in this Art you have the sound of every word, rather than the true Orthography thereof, so that many times letters, yea whole syllables may be left out of some words, yet sufficient sound remaining still to express the same; Examples you have hereof in the fourth Chapter of this Book.

Take this advice before you enter on it, when you have learned the Alphabet of letters well, and the other rules for joining, and have attain'd to an understanding in this Art, I say strive not so much to write it swiftly, as exactly, that all you write may be according to the rules of the book, which must be learned in order first; and then you will be able to read what you have written with facility. Thus use will make you perfect, and wisdom will follow after; the more you practise, the more you will gain experience.

Mense Maii

Edward Holyoke

His Book Anno 1703

The Letters of the Alphabet

8

| | | | | | | |
|---|---|---|---|---|---|---|
| A | h | i | p | q | v | v |
| B | k | j | r | r | w | w |
| C | l | k | s | s | x | x |
| D | m | l | t | t | y | y |
| E | n | m | | | z | z |
| F | o | n | | | | |
| G | | o | | | | |

Double Letters to begin wordes

| | | | | | | |
|----|----|----|----|----|-----|----|
| bb | ff | ll | pp | ss | tt | vv |
| br | fr | fl | pr | sp | st | sv |
| cl | gl | pl | sh | st | str | sn |
| cr | gr | sk | sh | st | str | sn |
| dr | kn | fl | sl | st | str | sn |
| dn | | | | | | |



Double Letters to end wordes

| | | | | | | |
|----|-----|----|----|----|----|----|
| ld | lt | nt | rt | rn | rn | rn |
| lb | mp | nt | rt | rp | rp | rp |
| lm | mpl | rd | rd | rs | rs | rs |
| ln | nd | rk | rk | rt | rt | rt |
| lp | ng | rl | rl | st | st | st |
| ls | nk | rm | rm | tr | tr | tr |

CHAP. II.

Of the Alphabetical Characters which do represent the Alphabet of our English Letters: And these must be got perfectly by heart, before you proceed any further.

THere are two Characters for *p*, two for *f*, the first to begin words, the latter to end words.

Observe this Rule for the joining of the Letters aforesaid. These Characters are extracted from the Alphabet of Letters, and are made after this manner, by joining two Characters together: As for example, suppose you have a word to begin with *bl*, to include these two Characters in one, you must do it thus, first to write down the Character *b* thus () then from thencewhere you take off your Pen, join the Character *l*, which is the next letter, thus () and so you have a Character for *bl*, and so after the same manner you are to make from the Alphabet all other Characters, by uniting together those that are for the beginning and ending of words.

CHAP.

A 4

CHAP.

Edward Holyoke's Book 1700

C H A P. III.

S Heweth the places of certain Vowels in this Art, where you must only use five places for the Vowels, according to the number of them, and they be thus disposed.

Ċ^a Ċⁱ F L N ÷ W

By these examples you may see, that *a* is above, *e* is the equal top, *i* is in the middle, *o* is the equal foot, *u* is underneath your letter, and so place them about all the rest of your letters, as you see the examples above written.

The third Chapter containeth the chiefeft Rule in all the Art, therefore let the learner be careful to observe it well; for this of the vowels places being rightly understood, the other Rules may be learned with ease. Be not discouraged though at the first it seem difficult; some young beginners have been so unwise, as to cast the Book away, because they could not presently apprehend all at the first reading, when as many hundreds having stuck to it, have speedily attained it, and counted their time well spent.

CHAP.

CHAP. IV.

S Heweth the use of the Vowels thus placed. First if any of these five Vowels begin a word, the very letter of the Vowel must be expressed, as in these words following:

| | | | | |
|----|-----|-----|----|-------|
| am | cke | ile | on | urge |
| at | eye | ire | or | utter |

Secondly, When a Vowel cometh in the middle of a word, then remember that you place the next Letter that cometh after it in the place of the former vowel; as for Example, to write *back*, first set down your *b*, thus (<) now the next letter after *b*, is your Vowel *a*; now note, that the place of *a* is just over the letter *b*, and in that place write your letter following, which is *k*, thus (2) *back*. To write *bait*, first make your *b*, thus (<) now the next letter after *b*, is the Vowel *a*, now the place of *a* is the top of the Character *b*, and in that place write the letter following which is *t*, thus (2) *bait*, to this end observe your examples following in the next leaf

A Table of examples for shortning of words.

M Any times letters and whole syllables may be left out and yet sufficient sound remaining] to expresse the word by.

For *Abraham* write *Abram*, for *vehement* write *vement*, for *daughter* write *dater*, for *laughter* write *later*, for *might* write *mite*, for *naught* write *nauk*, for *Burrough* write *Bura*, for *thorough* write *tburu*, for *liberal* write *libral*, for *alteration* write *altration*, for *beautified* write *butified*, for *mystery* write *mystry*, for *arm* write *rm*, for *argue* write *rgu*, for *arbor* write *rbar*, &c. Many more might be added, but these I judge sufficient to direct the ingenious Learners.

Note also, That when *E* comes before *X* it may be always left out; as for example, for *explain* write *xplain*, for *examine* write *xamin*, and the like.

When any double Letters come together as *ff*, *ll*, *mm*, leave out one of them:

| | | | |
|-----|----------------|-------|---------------|
| For | <i>Affable</i> | write | <i>Afable</i> |
| | <i>Allow</i> | | <i>Alow</i> |
| | <i>Command</i> | | <i>Coman</i> |

And always instead of *ph*, write *f*, as in *phick*, *pharisee*, *philosofie*.

es
nt
ne
or
or
d,
in-
X
le,
na-
ner

in
P.

11

Table with 4 columns and 10 rows of faint, illegible text.